

CAREER OPPORTUNITY

Our Client, the Affordable Housing Board (AHB), is a body corporate established under the Affordable Housing Act of 2024 as a State Corporation within the State Department for Housing and Urban Development. It is mandated to provide a framework for development and access to affordable and institutional housing.

The Board of Directors is seeking to recruit a qualified, highly experienced, and results-oriented individual with a high degree of professionalism to fill the position of SENIOR INVESTMENT AND RESOURCE MOBILIZATION OFFICER, AHB 6

VACANCY FOR THE POSITION OF SENIOR INVESTMENT AND RESOURCE MOBILIZATION OFFICER

JOB PURPOSE

This cadre is responsible for formulating investment strategies, designing financing models, and fostering partnerships to secure sustainable funding and capital flows for affordable housing projects.

REPORTING RELATIONSHIP:

This role reports to the Assistant Manager, Investment & Resource Mobilization

KEY DUTIES AND RESPONSIBILITIES

The duties and responsibilities of Senior Investment and Resource Mobilization Officer will entail:

- i. Coordinating the preparation and review of annual and five-year investment plans.
- ii. Conducting detailed appraisals of project financing proposals and recommending financing structures.
- iii. Coordinating financial and market research to identify new funding opportunities and risks.
- iv. Supervising mid-level and entry-level officers in resource mobilization and reporting tasks.
- v. Leading the preparation of investor engagement materials, performance briefs, and disclosures.
- vi. Participating in structuring financing models, including PPPs, bonds, and housing finance instruments.
- vii. Liaising with counties, banks, SACCOs, and development partners on financing arrangements.
- viii. Ensuring compliance with the Affordable Housing Act, 2024, and the PFM Act in resource mobilization activities.
- ix. Preparing and submitting periodic reports on investment performance and financing structures.
- x. Advising on corrective actions to improve capital flows and investor confidence.

REQUIRED QUALIFICATIONS

For appointment to this level, a candidate must have:

- i. Cumulative service period of six (6) years' relevant work experience three (3) of which must have been at the grade of Investment & Resource Mobilization Officer I or in a comparable position.
- ii. Bachelor's degree in any of the following disciplines: Banking & Investment, Business Administration (Finance or Investment option), Finance, Economics, Commerce (Finance or Accounting option), Accounting, Statistics / Actuarial Science, Project Planning & Management, or its equivalent from a recognized institution;

- iii. Professional qualification and membership to a professional body where applicable and in good standing; and
- iv. Proficiency in computer applications.

KEY SKILLS AND COMPETENCIES

- i. Interpersonal and communication skills;
- ii. Negotiation skills;
- iii. Organizational and planning skills;
- iv. Ability to meet deadlines;
- v. Problem-solving skills;
- vi. Analytical skills.

HOW TO APPLY

Interested and eligible candidates may apply and access the detailed job description, specifications, and required experience for the position on the AHB's website at <https://affordablehousingboard.go.ke/careers> or www.acalconsulting.co.ke/Careers

Candidates should submit their applications, including the cover letter, a copy of their National ID, copies of their academic and professional certificates, testimonials, and a detailed CV, indicating current position, qualifications, working experience, names of three (3) professional referees, current remuneration, and daytime telephone.

Applicants MUST submit their completed application quoting the job reference for the specific position addressed to.

**THE CHAIRMAN,
AFFORDABLE HOUSING BOARD (AHB),
P.O BOX 27521- 00100,
NAIROBI.**

Applications should be received by 17th March 2026, 5p.m E.A.T

No physical applications will be allowed. All applications must be submitted via the portal. It is an offence to include incorrect or misleading information in the applications as per the provisions of the Public Officers Ethics Act, 2003.

AHB is an Equal Opportunity Employer committed to Diversity, Equity and Inclusion. PLWD are encouraged to apply. Applications without the relevant qualifications and copies of required documents will not be considered. Any canvassing will lead to automatic disqualification.

Only shortlisted candidates will be contacted